VENTURA COUNTY COMMUNITY COLLEGE

CLASS TITLE: INSTRUCTIONAL TECHNOLOGIST

BASIC FUNCTION:

Under the general direction of a Dean, assist faculty and staff in the use of technology for teaching and learning. Serve as technical consultant for online instructional design and onground classroom technology.

REPRESENTATIVE DUTIES:

Consult with faculty to discover, develop, implement, and evaluate areas in which technology can be applied to enhance teaching. E

Identify faculty support needs for online course components and pedagogical use of classroom technologies. E

Design and implement training, assist and support faculty with course management software while focusing on course goals, objectives, and learning outcomes. E

Provide frontline user support and troubleshooting for course management system. E

Implement course management system administration processes and procedures. E

Configure, manage and maintain a course management system, including upgrades and maintenance of users, accounts, and permissions. E

Introduce instructional technology tools, strategies, and resources. E

Monitor developments in the field of instructional design and technology to remain current on effective strategies and practices, and communicate such to faculty and staff. E

Collaborate with college and district staff to ensure effective implementation of distance education and other technology-oriented initiatives and programs. E

In consultation with faculty and staff, monitor and maintain currency of software applications to ensure viability of learning labs. E

Assist in the development, implementation, and management of the college’s Distance Education Help Desk; work collaboratively with the district to enhance Help Desk strategies; stay current with Help Desk technology developments. E

Perform related work as assigned.

Established October 2007
INSTRUCTIONAL TECHNOLOGIST (continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Course Management Systems, including WebCT VISTA
Online pedagogy and/or andragogy
Graphic, visual and interface techniques of Course Management Systems
Multimedia design and production
Instructional design principles
Training techniques
Writing and editing
Web authoring and HTML editing, Web Design Tools, such as InDesign, Flash, Dreamweaver
Video editing, such as iMovie, MovieMaker, Final Cut Pro, Quicktime
Copyright policies and intellectual property rights
Operating systems for the PC, Macs, and servers
ADA/Section 508 knowledge for accessibility

ABILITY TO:

Keep current with instructional technology through self-motivated and self-directed professional development
Troubleshoot Course Management System related problems, both in administration and in user support
Develop and provide individual and group training
Maintain effective communication and working relations with others, including all segments of the college community
Work independently while maintaining schedules and multiple time lines
Demonstrate sensitivity to and understanding of diverse academic, cultural, special needs, and ethnic backgrounds of faculty, staff and students
Communicate effectively, both in written and oral form, to CMS users of differing abilities and learning styles
Operate general application software such as MS Office, Lotus Notes, and Banner
Configure, manage and maintain a CMS, including upgrades and user permissions

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor’s degree in Education, Instructional Technology, or Instructional Design or a related field, and two years of demonstrated experience in instructional technology and/or online course design

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Computer and learning labs
Group or individual training scenarios
INSTRUCTIONAL TECHNOLOGIST (continued)

PHYSICAL ABILITIES:

- Sitting and standing for extended periods of time
- Communicate with users
- Dexterity of hands and fingers to operate a keyboard